RESOURCES UNIT (RES)

The RESOURCES (RES) Unit is responsible for the Authority's resources enabling its effective functioning. The Unit is structured as follows:

Human Resources

- Human Resources development and management;
- Organisational design and development, e.g. the Authority's internal structures, work environment, culture, employee engagement, diversity & inclusion, conduct, social dialogue;
- Workforce planning, selection procedures, recruitment, integration and exit of staff;
- HR administration, rights and entitlements, leave management, working conditions;
- HR rules, regulations, processes and procedures;
- Learning and development, team building and social activities;
- Performance and talent management;
- HR systems, files, database, HR analytics-metrics, etc.;
- HR coordination of SNEs and NLOs;
- Coordination and advice on HR policies, strategies, change management, organisation of work, etc.;
- Liaison with HR networks, EUAN, PMO, medical service and HR counterparts in other institutions.

Finance, Budget and Procurement

- Financial, budget and procurement sound management;
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- Development and management of financial rules, procedures and processes;
- Statement of estimates of revenue and expenditure as part of the Authority's single programming document, and implementing its budget;
- Planning and monitoring of the Authority's budget and procurement and follow up of their implementation, including regular reporting;
- Development of related tools and procedures, including guidelines, templates, checklists, filing, etc.;
- Training, advice and support on general procurement issues to ELA staff;
- Implementation of financial transactions;
- Compliance with relevant regulations, financial rules, procedures, internal rules on budget implementation, internal control statutory/regulatory requirements, keeping records up-to-date;
- Liaison with counterparts in other institutions.

ICT and Facilities

- ICT strategy development;
- Provision of administrative ICT solutions;
- Supporting evolution and operation of operational ICT solutions;
- Implementation, operation and maintenance of the IT systems and networks of the Authority;
- Liaison with ICT teams of partners and other EU bodies;
- Facilities coordination;

- Inventory of assets, office supplies;
- Safety and security;
- Monitoring and supervising service provider contracts.